

## Professional and Administrative Job Families High Level Descriptors

A Job Family Framework is a mechanism for grouping roles that are related to each other as they are carrying out work in a similar field of activity, and which focusses on the nature of the work rather than the organisational or reporting structure.

In UCD 9 Job Families have been identified and these are outlined below.

Job Family	Job Family Code	High Level Descriptor
<b>Academic &amp; Programme Operations and Management</b>	APOM	This Job Family includes roles that provide professional, strategic, advisory and administrative services and supports to academics, students and stakeholders through the development, management and implementation of efficient administrative processes or through the co-ordination of support activities.
<b>Communication &amp; Marketing</b>	CM	This Job Family includes roles that fulfil the primary objectives of: marketing to recruit students, promoting of academic expertise and student achievement, building of community and protecting of the reputation of the University through effective, professional communication. Central to this family is the articulation of strong brand messaging and targeting of key stakeholder audiences.
<b>Estate Operations</b>	EO	This Job Family includes roles that are responsible for the development, management, operation and care of the University Estate to support the delivery of the University strategy and campus development.
<b>Financial Management</b>	FM	This Job Family includes roles that support teaching, research and other activities of the University through prudent financial management by developing and implementing effective systems, controls and services to improve the financial wellbeing of the University.
<b>Human Resources Management</b>	HRM	This Job Family includes roles that provide strategic, consultative, advisory and administrative support and services to UCD to ensure it can attract, retain and engage employees to successfully deliver its strategic objectives and achieve its ambitions.



Job Family	Job Family Code	High Level Descriptor
<b>Information Technology</b>	IT	This Job Family includes roles that are responsible for the design, development, implementation, management and support of IT solutions and services of the University across the full spectrum of its IT activities.
<b>Legal, Governance &amp; Compliance</b>	LGC	This Job Family includes roles that provide legal, governance and compliance services to the University in accordance with the University Strategy.
<b>Library</b>	LIB	This Job Family includes roles that organise UCD's information in a way that inspires engagement and learning, facilitates its use in promoting research innovation and serves to contribute to the preservation of Irish cultural heritage.
<b>Research &amp; Innovation Management and Administration</b>	RIMA	This Job Family includes roles that support the University's research and innovation commitments, maintain the University's competitiveness and increase the quantity, quality and impact of research by providing expertise, management and administration.

